
PERCENT FOR ART

Introduction

The Participants

The Art Selection Process

The Art Selection Process Outline

PERCENT FOR ART

The people of the State of Maine have a longstanding tradition of public art, of enhancing public spaces with objects that recognize and symbolize shared values in physical and visual ways. What town is without its monument to native sons slain in defense of their country? What country academy is without ornamental stained-glass windows to brighten the days of its students? What town hall or public library is without its symbols of civic pride - works of art created to be enjoyed by the people who use those facilities? The people of Maine's past speak to us through each of these things, collectively creating the unique cultural environment that is Maine.

The Percent for Art Program exists to extend this tradition, to allow the people of today to commission new artworks that will convey our ideas about ourselves and our world to one another, and to those who will follow us. One school district may commission a mural depicting the area's history while another may commission an abstract multimedia piece; a state agency may purchase paintings on an intimate scale depicting the agency's purpose, while a University of Maine System campus may commission a large-scale outdoor sculpture; all of these speak to the specific public using those facilities as well as to the casual observer and to future generations.

The participants in each Percent for Art project – community representatives, architects, artists, and the Maine Arts Commission –work together to determine appropriate artwork for each individual site. Through a community-centered team approach, the program has become increasingly popular since its inception in 1979. This handbook is designed to assist communities, selection committees, and artists in understanding and implementing the Percent for Art Act.

The Percent for Art law was established by the Maine State Legislature to provide funds for the acquisition of works of art for newly constructed or renovated state-funded buildings. Buildings covered by the law include public schools, technical colleges, University of Maine System facilities, and all state buildings. Public schools participate at their option and are limited to a maximum of \$50,000 per building in Percent for Art funds. Excluded from the legislation are highways, sheds, warehouses, correctional facilities, buildings of a temporary nature, and projects with construction budgets of less than \$100,000.

Artwork is selected by a panel consisting of representatives of the site, arts professionals, and the building architect. This art selection committee follows procedures set forth in the legislation and rules, which are included in this handbook.

THE PARTICIPANTS

The Art Selection Committee

Each Percent for Art project has an art selection committee that recommends artists and/or artwork for commission or purchase by the agency building the new facility. The art selection committee consists of one or two site-appointed members, the project architect, and one or two arts professionals appointed by the Maine Arts Commission, equal in number to those appointed by the site.

The majority of art selection committee members are from the visual arts profession and are chosen from the following categories: artist, art educator, museum curator or director, art historian, critic, collector, or layperson.

The art selection committee selects the artists and/or artworks for the project. Decisions are not final until the selection of artwork is approved by the governing board of the site and the procedures are approved by the Maine Arts Commission. The selection process is coordinated by the Commission. All meetings are open to the public and are held on site or near to the building project. Community involvement is encouraged.

Site Representatives

Voting members of the art selection committee appointed by the site provide information about the community and the use of the facility to be constructed and are responsible for record keeping and correspondence related to the work of the committee. All necessary off-site travel and incidental expenses are compensated at applicable state rates.

Maine Arts Commission Representatives

Arts professionals appointed by the Maine Arts Commission to each art selection committee provide leadership in artistic judgment as well as technical advice on materials, maintenance, and conservation. Arts Commission representatives are expected to familiarize themselves with the community that will use the building. Artists Serving on an art selection committee are not eligible for commissions for that project and are expected to disclose all potential conflicts of interest. All necessary travel expenses are compensated at applicable state rates.

Project Architect

The project architect provides plans, drawings, and models of the building as they become available. The architect provides information about the building (schedule, construction materials, visual design concepts, facilities uses, traffic patterns, etc.) and technical advice about the effect and cost of proposed artworks on designs and structures.

Maine Arts Commission

The Maine Arts Commission staff provides resources and materials to facilitate the art selection process. An Arts Commission staff member attends all meetings and interprets the Percent for Art law and the rules by which it is implemented. The Arts Commission staff member does not vote on the selection of artists or artwork.

The Public

All meetings are open to the public. Nonvoting attendees are encouraged to voice their ideas, opinions, and concerns within the guidelines determined by the art selection committee. Only officially appointed committee members may participate in final decisions.

Artists in Competition

Artists considered for Percent for Art acquisitions are those who are generally recognized by their peers, critics, and other arts professionals as committed to producing high quality artwork on a regular basis. Consistent quality of artwork and a demonstrated ability to complete projects on time and within budget are primary considerations.

Artists who wish to be considered for Percent for Art commissions should contact the Arts Commission through the Public Art program.

Bureau of General Services

The Bureau of General services (BGS) is a state agency responsible for approving engineering and structural integrity for all construction projects, including Percent for Art installations, for all state buildings and public schools. BGS approval is required for all Percent for Art contracts associated with these buildings. Artwork and installation methods must comply with all pertinent fire and safety standards, regulations, and codes. BGS also assists in determining Percent for Art budgets for state-operated buildings.

University of Maine System Office of Facilities

The University of Maine System Office of Facilities is responsible for approving the engineering and installation methods for Percent for Art projects in University of Maine System buildings. The Office of Facilities assists in determining budgets for and must approve all contracts associated with projects on University of Maine System campuses.

Department of Education

The Department's Division of School Facilities is administratively responsible for school buildings and budgets. The division provides the Arts Commission with information about school construction projects prior to concept approval by the State Board of Education, including budgets, schedules, and minutes of State Board meetings. School districts must notify the Division of School Facilities of their decision to participate in the Percent for Art program prior to concept approval and must include it as a separate item in their budget.

Attorney General

The Attorney General's office handles all legal matters relating to the actions of state agencies. The standard Percent for Art contract has been created with the cooperation of the Attorney General's office. All changes negotiated in the standard contract must be approved by the Office of the Attorney General.

ART SELECTION PROCESS

In Maine's Percent for Art Program, art is selected in one of three ways:

1. **Open Competition.** The project is advertised in various media and in the Percent for Art and Maine Arts Commission newsletters. Artists send a letter of interest and describe their ideas and relevant past work to the committee. The committee may ask artists for additional information before choosing finalists. Artists selected as finalists are paid a design fee plus travel expenses to the site for interviews and presentations to the committee. Final proposals may include models, drawings, samples, and photographs and slides of relevant past work. Design fees may range from \$100 to \$250 or more, and travel is reimbursed at applicable state rates. Artists should read the Percent for Art standard contract and model proposal forms contained in this handbook before submitting final proposals and budgets.
2. **Limited Competition.** Finalists are chosen directly from the Public Art files collection and are requested to prepare proposals in the same manner as in an open competition.
3. **Direct Selection.** The art selection committee unanimously selects an artist for commission or for purchase after reviewing the Public Art files and other sources, conducting studio or gallery visits, or interviewing artists.

ART SELECTION PROCESS OUTLINE

- I. Introduction to Percent for Art (1st meeting), understanding the project and the process.
 - A. Maine Arts Commission staff presentation
 1. Slide and/or video program on public art
 2. Administration of project – site representatives – chair and secretary
 - a) Record keeping
 - (1) Minutes of meetings
 - (2) Expenses
 - (3) Correspondence
 - b) Public Relations
 - (1) Community involvement
 - (2) Press releases, announcements, etc.
 3. Project Budget
 - a) Administrative (5 - 10% of art budget)
 - (1) Office expenses
 - (2) Travel
 - (3) Plaque/label
 - b) Art Purchase (90 - 95% of art budget)
 - (1) Honoraria/design fees
 - (2) Commissions and purchases
 4. Approvals
 - a) Governing board – art selection
 - (1) Retain authority - board representative to attend art selection committee meetings
 - (2) Delegate authority to committee in writing
 - b) Maine Arts Commission - selection process
 5. Process
 - a) Limited competition
 - (1) Select artists from Public Art files
 - (2) Request proposals
 - (3) Commission site-specific works
 - b) Open competition
 - (1) Solicit ideas directly from artists
 - (2) Request proposals or slides of existing work
 - (3) Commission site-specific works
 - c) Direct selection
 - (1) Choose artists from Public Art files
 - (2) Purchase existing work or commission site-specific work
 - B. Architect presentation
 1. Review plans, budget, schedule
 2. Discuss options
 3. Tour site

- C. Committee discussion (ongoing)
 - 1. Needs, ideas, community input
 - 2. Media
 - 3. Location

II. Finding the Artist(s) (One or more meetings)

What do you want?

Who can do it?

- A. Write press release
- B. View Public Art files in areas of interest (optional for open competition)
- C. Write Call For Artists and prospectus (Open competition only)

III. Narrowing the field (One or more meetings)

What do you really want?

Who will do it?

- A. Review resumes and portfolios
- B. Review letters of intent (open competition only)
- C. Choose finalists
- D. Write requests for proposals
- E. Requests slides of existing work
- F. Invite community review of proposals

IV. Final selection (One or more meetings)

- A. Review proposals
- B. Interview artists
- C. Review artwork and slides
- D. Commission or purchase artwork

V. Approval

- A. Artwork - next meeting of governing board
- B. Process - next meeting of Arts Commission

VI. Contracting

- A. Artist completes standard contract
- B. Site approves contract
- C. Engineering and installation methods approved
 - 1. Public schools, technical colleges, and state buildings
Bureau of General Services
 - 2. University of Maine - University of Maine System Office of Facilities
- D. Artist bills site for regular payments

- VII. Project completion
 - A. Installation of artwork
 - B. Identifying plaque mounted at site
 - C. Documentation filed at Arts Commission
 - D. Dedication ceremony
 - 1. Building users, general public, public officials, and press invited
 - 2. Artists' presentations
 - 3. Dedication by dignitaries
 - 4. Other programs
 - E. Ongoing Programs
 - 1. Artist residency
 - 2. School curriculum
- VIII. Maintenance